



Wilton Town Council Staffing Committee

AGENDA

To all members of the Staffing Committee.

Cllrs; Blackman, Edge, Kinsey, Lester, Matthews and Moore



The Council Offices
Kingsbury Square
Wilton SP2 0BA



01722 742093



[Email the clerk](#)



[Wilton TC Website](#)

You are requested to attend a meeting of the **STAFFING COMMITTEE** to be held in at the **Council Chamber, Council Offices, Kingsbury Sq, Wilton** on **10th FEBRUARY 2022** at **10.30am** for the purpose of transacting the following business.

All Cllrs are reminded of the Wilton Town Council [Code of Conduct](#)

Everyone attending in person is asked not to attend if they feel unwell or show any Covid-19 symptoms.

YOU WILL BE REQUIRED TO WEAR A MASK, for the duration of the meeting, so please bring one with you.

Yours faithfully

Clare Churchill
Town Clerk

4th February 2022

SC/17/22	<u>Apologies</u> To receive any apologies and to note the reasons provided.	10.30am
SC/18/22	<u>Minutes</u> To approve the minutes of the meeting held on 25 th January 2022	10.31am
SC/19/22	<u>Declarations of Interest</u> (a) To receive Declarations of Interest in matters contained in this agenda, in accordance with the provisions of the Local Government Act 1972 in respect of officers and the Localism Act 2011 in respect of members. (b) To consider any dispensation requests received by the Town Clerk.	10.32am
SC/20/22	<u>Exclusion of the Press and Public</u> To agree items, if any, to be dealt with after the public, including the press, have been excluded for the reason of Staff in Confidence. <i>Public Bodies (Admissions to Meetings) Act 1960</i>	10.33am
SC/21/22	<u>Vacancy</u> (i) To acknowledge the resignation. (ii) To confirm the payment for the remainder of the contract. (iii) To confirm the recruitment timeline for the position. (iv) To confirm the vacancy advert for the position and advertising of the vacancy.	10.34am

- (v) To confirm the job description and person specification for this position.
- (vi) To confirm the SCP for this position.

SC/22/22

Staff Contracts

To confirm the contract for the Town Council Cleaner

11.00am

SC/23/22

Date of next meeting

To confirm the date of the next meeting.

12.20pm

SC/24/22

To close the meeting.

12.21pm

Wilton Town Council is committed to equality:

In the exercise of their functions, Wilton Town Councillors and staff take full regard of the following:

- Equal Opportunities (age, race, gender, sexual orientation, marital status and any disability)
- Data Protection
- Health & Safety
- Human Rights.



Anyone who may have difficulty with access to these papers or with access to the meeting is asked to contact the Clerk (01722 742093 or clerk@wiltontowncouncil.gov.uk at least 24 hours before the meeting so that help may be provided.

Reference documents:

- [Code of Conduct](#)
- [Terms of reference and delegated powers of the Committee](#)
- [Rules \(Standing Orders\) to be followed by the Committee](#)